Fall 2023 - POT 202410 Production Schedule

Preparatory Phase	Responsibility	Date to be Completed
Prepare Project Plan for Academic Departments and Production Schedule for the Scheduling Team. Email MBA and Collegiate Connection to see if they want their courses rolled.	Assistant Registrar	9/6/2022
Review and update Schedule Production resources; the Class Scheduling Pattern, the classroom and lab list, the Department contact list, on and off campus location abbreviations.	Assistant Registrar	9/9/2022
Update Parts of Term in SOATERM. Set up IUFW POTs.	Assistant Registrar	9/9/2022
Run the Rollover process - and set PARMS (parimeter) for SSRROLL include IUFW. SSRROLL audit (POT 1, 2,3,7,10). (roll canceled sections) and then review SSRROLL audit report to identify sections that did not roll due to master course changes. Correct those that should be updated for current fall term. Dates should match the Ops Calendar	Assistant Registrar	9/12/2022
Send email to departments and Jana Lese to let them know that Fall 2023, that the Rollover has occurred and attach the Production Schedule to the email (use email template). notify IUFW Associate Registrar.	Assistant Registrar	9/12/2022
Send Jenna the pdf version of the POT, the Academic Calendar, and the Production Schedule for the Registrar Website	Communications Assistant Registrar	9/12/2022
Check with IUFW Associate Registrar to see if she is finished setting up the IUFW courses. Then, let Scheduling desk know she can begin running the Master Course Audit (MCA) Cognos query. Email Kari.	Associate IU Registrar, Assistant Registrar	9/12/2022-09/15/2022

Phase I - 1st Distribution	Responsibility	Date to be Completed
Run the MCA and save to the O drive in Production Schedule for Fall 2023. Run a second copy of the MCA, and title it **working cop**y, and save to O drive. Format an excel file from the MCA by department and save each Department Distribution to the O drive as **1st Distribution** Out. Before distributing to departments begin preparing each department distribution (including SBP) by sorting data by Subject and Course #. Remove priority rooms that rolled to the other depts, check the department room preferences on the pre-approved list, and review text for consistency and spelling. Format Excel spreadsheets, sort data by Subject and Course # before distributing to departments. Be sure to save each dept MCA as **1st Distribution** Out on the O drive under Schedule Distribution	Scheduling Desk	9/16/2022
Send 1st Distribution. Include excel file -MCA, the Production Schedule, detailed directions, and the class Scheduling pattern. (Continuing Studies courses are included)	Scheduling Desk	9/19/2022
Academic Units (Departments) make changes to the **1st Distribution**.	Academic Units	09/19/2022-09/30/2022
Send email to those academic units who did not return their **1st Distribution**	Scheduling Desk	9/30/2022
MCA - **1st distribution** due back from Departments. Scheduling Desk make changes and updates to returned **1st distributions**. This includes reviewing section pre-requisites, text comments, approval codes and cross-listings. Notify Associate Registrar-IU, Jana and Assistant Registrar that Scheduling Desk is finished so reviews can begin.	Scheduling Desk	10/03/2022-10/18/2022
Associate Registrar-IU and Jana Lese review their sections. Let Assistant Registrar know when finished. Check classes meeting outside classroom schedule that are not on the pre-approved list, send list of these classes to Tara -Associate Registrar.	Assistant Registrar, Associate Registrars	10/19/2022-10-24-2022

Phase II - 2nd Distribution	Responsibility	Date to be Completed
Run the MCA and save to the O drive in Production Schedule for Fall 2023. Run a second copy of the MCA, and title it **working copy.** Format an excel file from the MCA by department and save each Department Distribution to the O drive as 2nd Distribution Out. Check the department room preferences on the pre-approved list, and review text for consistency and spelling. Format Excel spreadsheets, sort data by Subject and Course # before distributing to departments. Be sure to save each dept MCA as **2nd Distribution** Out on the O drive under Schedule Distribution	Scheduling Desk	10/25/2022
Send 2nd Distribution. Include excel file -MCA, the Production Schedule, detailed directions, and the class Scheduling pattern. (Continuing Studies courses are included)	Scheduling Desk	10/28/2022
Academic Units (Departments) make changes to the **2nd Distribution**.	Academic Units	10/28/2022 - 11/10/2022
Send email to those academic units who did not return their **2nd Distribution**	Scheduling Desk	11/10/2022
MCA - **2nd Distribution** due back from Departments. Scheduling Desk make changes and updates to returned distributions. This includes reviewing section pre-requisites, text comments, approval codes and cross-listings. Notify Associate Registrar-IU, Jana and Assistant Registrar that Scheduling Desk is finished so reviews can begin.	Scheduling Desk	11/14/2022 - 11/25/2022
Associate Registrar-IU and Jana Lese review their sections. Let Assistant Registrar know when finished. Send list of these classes to Tara -Associate Registrar. Tara, Kari, and Kayla will complete their MCA check.	Assistant Registrar, Associate Registrars	11/28/2022 - 12/05/2022
Phase III - 3rd and Final Distribution	Responsibility	Date to be Completed
Run the MCA and save to the O drive in Production Schedule for Fall 2023. Run a second copy of the MCA, and title it **working copy.** Format an excel file from the MCA by department and save each Department Distribution to the O drive as 2nd Distribution Out. Check the department room preferences on the pre-approved list, and review text for consistency and spelling. Format Excel spreadsheets, sort data by Subject and Course # before distributing to departments. Be sure to save each dept MCA as **2nd Distribution** Out on the O drive under Schedule Distribution	Scheduling Desk	1/3/2023
Send 3rd Distribution. Include excel file -MCA, the Production Schedule, detailed directions, and the class Scheduling pattern. (Continuing Studies courses are included)	Scheduling Desk	1/4/2023
Academic Units (Departments) make changes to the 3r**d Distribution**.	Scheduling Desk	01/2/2023 - 01/27/2023
Send email to those academic units who did not return their 3r**d Distribution**	Scheduling Desk	1/27/2023
MCA - 3r**d Distribution** due back from Departments. Scheduling Desk make changes and updates to returned distributions. This includes reviewing section pre-requisites, text comments, approval codes and cross-listings. Let Assistant Registrar know when you are finished. Do not run 3rd distribution MCA until Assistant Registrar has confirmed Kari and Jana are finished. Notify Associate Registrar-IU, Jana and Assistant Registrar that Scheduling Desk is finished so reviews can begin.	Scheduling Desk	01/27/2023- 02/03/2023
Notify Associate Registrar-IU, Jana and Assistant Registrar that Scheduling Desk is finished so reviews can begin.	Assistant Registrar	02/03/2023 - 02/10/2023
Phase IV - Final Review		
Final Review - Looking at section numbers, missing rooms and instructors, back to back sections, section text, cross listed sections, etc. Scheduling Team, Kari and Tara review Distribution for missing rooms, check cross listings, spelling, out of pattern sections, approval codes, honors and lab fee attributes	Assistant Registrar, Scheduling Desk, Associate Registrars	02/03/2023 - 02/10/2023
Phase V - Schedule Goes Live		

Schedule goes live on Web (per MDC)	Associate Registrar	2/27/2023
Update Registration Web Page (per MDC)	Communications	2/27/2023
Registration begins (per MDC)		3/27/2023

2 weeks
2 weeks
1 week

2 weeks
2 weeks
2 weeks
2 weeks